

HOUSING COUNSELOR HOMEBUYER PROGRAM

CLASSIFICATION: Salaried, Full-Time Position

DEFINITION: This is a professional position responsible for the provision of housing counseling services to area households and those interested in becoming homeowners. The position includes the administration of homebuyer programs funded by the state and federal governments. This position reports directly to the Housing Counseling Manager.

PRIMARY RESPONSIBILITIES INCLUDE:

- Maintain collaborative, cooperative relationships with clients, funders and partners
- Maintain client information in a Client Management System
- Report regularly to funder and oversight agencies
- Respond to inquiries for assistance/manage waitlists
- Deliver homeownership program orientation
- Assess client information to determine eligibility for program assistance
- Analyze financial data to determine if buyer ready
- Provide face-to-face homebuyer counseling
- Help clients in developing budgets and action plan with next steps
- Assist clients through the entire homebuyer process
- Help approximately 30 households per year
- Provide referrals to other services, when appropriate
- Deliver group homeownership education class
- Deliver marketing and outreach through social media submissions and community presentations
- Acquire minimum 10 hours of Housing Counseling continuing education per year
- Understand Fair Housing Guidelines
- Maintain National Industry Standards and Code of Ethics

DESIRED KNOWLEDGE / SKILLS / ABILITIES

- Working knowledge of the principles and practices of Federal, State, and local housing and community development programs.
- Working knowledge of the principles and practices of mortgage financing and the home purchase process.
 - Knowledge of local referral resources
 - Possess organizational skills, including the ability to maintain client files, prioritize tasks and meet deadlines
 - Possess solid verbal, written and interpersonal communication skills
 - Possess computer and technology skills, including data base management
 - Ability to work independently
 - Ability to manage a social services caseload and conduct a structured interview
 - Willingness and proven ability to work with people of all ages and income levels

September 4, 2019

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- Ability to serve as an effective advocate and community spokesperson; demonstrated public speaking skills

DESIRED QUALIFICATIONS:

- Graduate of an accredited four-year college or university or graduate of an accredited two-year college with related work experience.
- HUD Housing Counselor certification, within 6 months of hire
- NCHEC Homebuyer Certification, with 1 year of hire
- NECHE Pre-Purchase Homeownership Education Certification, with 2 years of hire
- NCHEC Financial Capability counseling certification, within 3 year of hire